

TITLE 89: SOCIAL SERVICES
CHAPTER III: DEPARTMENT OF CHILDREN AND FAMILY SERVICES
SUBCHAPTER e: REQUIREMENTS FOR LICENSURE

PART 403
LICENSING STANDARDS FOR GROUP HOMES

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AUTHORITY: Implementing and authorized by the Child Care Act of 1969 [225 ILCS 10] the Children's Product Safety Act [430 ILCS 125], the Children and Family Services Act [20 ILCS 505/7.3a]) and Title IV-E of the Social Security Act (42 USC 670 et seq.).

SOURCE: Adopted and codified at 5 Ill. Reg. 13147, effective November 30, 1981; amended at 7 Ill. Reg. 3454, effective April 4, 1983; amended at 11 Ill. Reg. 1489, effective January 15, 1987; amended at 11 Ill. Reg. 17523, effective October 15, 1987; amended at 21 Ill. Reg. 4587, effective April 1, 1997; amended at 24 Ill. Reg. 17062, effective November 1, 2000; amended at 34 Ill. Reg. 6054, effective May 1, 2010; amended at 36 Ill. Reg. 13051, effective August 15, 2012; amended at 42 Ill. Reg. 20337, effective October 31, 2018; emergency amendment at 46 Ill. Reg. 1120, effective December 22, 2021, for a maximum of 150 days; amended at 46 Ill. Reg. _____, effective _____.

Section 403.17 Agency Supervision of the Group Home

- a) The supervising child welfare agency shall designate a program administrator ~~qualified supervisors~~ to provide ongoing program administration, personnel administration and monitoring of the group home's operation. The program administrator shall possess a Master's degree in social work from an accredited school of social work or an academically equivalent Master's degree in a human services field from an accredited school and 2 years of full-time supervisory experience in a social work or human services setting.
- b) Supervision shall include on-site visitation and on-site conferences with personnel employed at the home at least twice a month. Visits at the home shall include contact with children to determine the child's view of the program.
- b) ~~Child care supervisors shall:~~
 - 1) ~~be at least 25 years of age;~~
 - 2) ~~have 60 semester hours of college credits;~~
 - 3) ~~have 2 years of full-time experience in a residential child care program;~~
 - 4) ~~demonstrate skill in working with and managing children of the type served in the program; and~~
 - 5) ~~demonstrate ability to work cooperatively with administration staff and persons external to the program.~~

- c) The supervising child welfare agency shall be responsible for providing and maintaining qualified staff as specified in this Part~~part~~.
- d) The supervising child welfare agency shall assure that all persons connected in any way with the group home are of reputable character.
- e) The child care supervisor position, the group home case management supervisor position and the program administrator position are distinct and separate from each other.

(Source: Amended at 46 Ill. Reg. _____, effective _____)

Section 403.30 Group Home Case Management Supervisors

- a) Each group home may establish a group home case management supervisor position.
- b) The duties of Group home case management supervisors shall include but are not limited to:
 - 1) Provide case management support and oversight that encompasses culturally appropriate and meaningful activities to the children using person-centered approaches and strategies that fully engage and include the children in each aspect of their daily life, have maximum choice and control, and gain independence;
 - 2) Schedule and attend coordinated service planning meetings;
 - 3) Assess effectiveness of authorized hours through service delivery and staff performance; and
 - 4) Respond to and advise multiple oversight agencies on corrective and recommended actions.
- c) All persons employed as group home case management supervisors are required to be in full compliance with Part 412, Licensure of Direct Child Welfare Service Employees and Supervisors and all other applicable requirements in Department laws and regulations. In addition, a person must possess the following qualifications to work as a group home case management supervisor:
 - 1) Bachelor's degree in social work or human/social services with 1 year of experience in a child welfare and/or human/social services setting; or

- 2) Bachelor's degree that has been approved as academically equivalent to a social work or human services related degree with 1 year of experience in a child welfare and/or social services setting.

(Source: Added at 46 Ill. Reg. _____, effective _____)

Section 403.31 Child Care Supervisors

- a) A group home shall employ at least one child care supervisor.
- b) The duties of Child care supervisors shall include but are not limited to:
- 1) Coordinate proper coverage and oversee the daily operations of the group home;
 - 2) Provide direct supervision to child care staff and children in the group home;
 - 3) Monitor activities of children and timely medication delivery;
 - 4) Schedule appointments for children's activities;
 - 5) Plan and implement weekly skills groups;
 - 6) Co-lead groups and activities;
 - 7) Assist with rotating on-call duties;
 - 8) Coach children on independent living skills such as housekeeping, shopping, meal preparation, and personal hygiene and activity planning; and
 - 9) Engage with children about the children's goals and interests.
- c) All persons employed as child care supervisors are required to be in full compliance with Part 412, Licensure of Direct Child Welfare Service Employees and Supervisors and all other applicable requirements in Department laws and regulations, as well as, must meet the qualifications in subsections (c)(1)-(4) of this section. In addition to possessing the following qualifications to work as a child care supervisor, a person qualifying under Sections 403.31(c)(2)-(4) must go through the approval processes described in Sections 403.32-35:

- 1) Be at least 25 years of age; have 60 semester hours of college credits; 2 years of full-time experience in a residential child care program; demonstrate skill in working with and managing children of the type served in the program; and demonstrate ability to work cooperatively with administration staff and persons external to the program. A minimum of 70% of the group home's child care supervisors shall meet the standards in this subsection; or
- 2) Bachelor's degree in social work or related human services field or an academically equivalent Bachelor's degree in social work or related human services field and 1 year of experience in a congregate care milieu; or
- 3) Bachelor's degree that has not been approved as academically equivalent to social work or human services related degree and 3 years in a congregate care milieu; or
- 4) High school diploma or a General Education Development Test (GED) with 3 years of experience in a congregate care milieu. The person shall apply in 6 months and enroll within 12 months of employment as a child care supervisor in a college program where at least 30 credit hours in human services course work is required, and complete the 30 credit hours in human services course work within 2 years of enrollment.

(Source: Added at 46 Ill. Reg. _____, effective _____)

Section 403.32 Request for Approval of Applicants under Section 403.31(c)(2)-(4)

When a child welfare agency wants to select for the child care supervisor position an applicant with qualifications under Section 403.31(c)(2)-(4), the Workforce and Educational Transcript Review Committee shall make a recommendation and the Associate Deputy of Agencies and Institutions Licensing or designee shall approve the applicant before an offer of employment can be made.

- a) The child welfare agency's Administrator or Human Resources Director shall submit, using a State of Illinois email account if one exists, to the Workforce and Educational Transcript Review Committee at DCFS.Licwrkforedu@illinois.gov the following documentation:
 - 1) Official or certified copy of high school or undergraduate level educational transcripts;

- 214 2) Resume and/or application submitted by the applicant that details
215 employment history by identifying all past employers, positions,
216 responsibilities and respective dates related to applicant's experience in
217 child welfare;
218
219 3) An action plan specific to the applicant being considered for employment
220 as a child care supervisor. The plan shall include:
221
222 A) 90-day probationary period;
223
224 B) Measurable objectives to strengthen the person's knowledge and
225 skills in conducting the responsibilities as a child care supervisor;
226
227 C) Training, including but not limited to:
228
229 i) Virtual Training Center (VTC) Curriculum;
230
231 ii) Mentoring;
232
233 iii) Job shadowing; or
234
235 iv) Additional time in supervision with a child care supervisor
236 who meets the criteria under Section 403.31(c)(1);
237
238 D) Additional education through individual college course and/or
239 pursuance of a degree in social work or an approved human
240 services field; and
241
242 4) Current copy of the child welfare agency's accreditation standards
243 addressing educational credentials and experience requirements for human
244 resources.
245
246 b) Child welfare agency's recruitment shall focus on attracting candidates for the
247 child care supervisor position that meet the requirements of Section 403.31(c)(1).
248 The agency must provide the Workforce and Educational Transcript Review
249 Committee as part of its request for approval the following documentation to
250 show its recruitment efforts.
251
252 1) Child care supervisor job posting.
253
254 A) Posting shall state that a candidate with the qualifications listed in
255 Section 403.31(c)(1) is preferred;
256

B) Posting may indicate that a candidate with the qualifications listed in Section 403.31(c)(2)-(4) is acceptable only if it is approved by the Associate Deputy of Agencies and Institutions Licensing or designee subsequent to a recommendation from the Workforce and Educational Transcript Review Committee.

2) A summary of recruitment efforts other than a job posting;

3) An employee roster of all child care supervisors with the following information:

A) Current title;

B) Educational credentials;

C) Work experience; and

D) Hire date.

4) If an applicant with the qualifications listed in Section 403.31(c)(1) applied for the child care supervisor position but was not selected, the agency must provide a written statement indicating the reasons for not selecting the candidate.

(Source: Added at 46 Ill. Reg. _____, effective _____)

Section 403.33 Workforce and Educational Transcript Review Committee

a) For purposes of this Part, the Workforce and Educational Transcript Review Committee established in Part 401 shall, in addition to any other duties listed in Parts 401 and 404, perform the following functions:

1) For applicants with qualifications under Section 403.31(c)(2)-(4) review the documentation submitted pursuant to Section 403.32 and recommend approving or denying the request.

2) For applicants with a Bachelor's degree in another field who have completed significant course work that may qualify as human services course work, the committee shall review all transcripts and course information and make a decision on the equivalency of the degree to a human services degree.

- b) The Workforce and Educational Transcript Review Committee shall follow the same review and approval process enumerated in Parts 401 and 404. Specifically:
- 1) The chair person or designee shall view the committee's mailbox DCFS.Licwrkforedu@illinois.gov on daily basis.
 - 2) The chair person shall review all documents received, develop a written summary of the applicant's qualifications and forward the summary with supporting documents to all Workforce and Educational Transcript Review Committee members via their respective State of Illinois e-mail addresses before the scheduled review by the committee.
 - 3) The chair person shall schedule a meeting of the Workforce and Educational Transcript Review Committee on the 1st and 3rd Fridays of every month. If a holiday falls on the scheduled date, the committee will meet the next following business day. Based on the number of requests for approval and availability of the committee members, the DCFS Committee Chair may schedule additional meetings. The purpose of the meeting is for the members to review, discuss and recommend by majority of members present to approve or deny the request. For purposes of this subsection, 4 members present constitutes a majority. The chair person shall not vote unless to break a tie.
 - 4) Within 5 business days following the meeting, the chair person shall send the following documentation to the Associate Deputy of Agencies and Institutions Licensing, Deputy Director of Licensing and all the committee members:
 - A) Documentation received under Section 403.32; and
 - B) Written memorandum which states the committee's recommendation and the reasons supporting the recommendation.

(Source: Added at 46 Ill. Reg. _____, effective _____)

Section 403.34 Final Administrative Decision

- a) The Associate Deputy of Agencies and Institutions Licensing shall make the final administrative decision whether to approve or deny a request to approve an applicant with qualifications under Section 403.31(c)(2)-(4) for a child care supervisor position. The Associate Deputy of Agencies and Institutions Licensing or designee shall review the documentation received under Section 403.32 and the written memorandum with the Workforce and Educational Transcripts Review

Committee's recommendation and shall issue a final written administrative decision within 5 business days of receiving the documentation for review under Section 403.33(b)(4).

b) The final written administrative decision of the Associate Deputy of Agencies and Institutions Licensing or designee is not appealable.

c) Upon issuance, the final written administrative decision shall be sent to the following:

1) Child welfare agency Administrator or Human Resources Director making the initial request;

2) Deputy Director of Licensing;

3) Chairperson of the Workforce and Educational Transcript Review Committee; and

4) The assigned Agencies and Institutions Licensing staff for requesting agency.

d) A final written administrative decision shall be issued within 10 business days from the meeting at which the Workforce and Educational Transcript Review Committee reviewed the request. The request will not be considered automatically approved if the final written administrative decision is not reached within ten business days from the from meeting at which the Workforce and Educational Transcript Review Committee reviewed the request. A written notification of an extension shall be sent to the child welfare agency Administrator or Human Resources Director making the initial request if an extension is needed to process the request.

(Source: Added at 46 Ill. Reg. _____, effective _____)

Section 403.35 Progress and Compliance Review

a) An applicant with qualifications under Section 403.31(c)(2)-(4) approved for the child care supervisor position shall be under the direct supervision of a program administrator and/or group home case management supervisor.

b) An applicant with qualifications under Section 403.31(c)(4) approved for the child care supervisor shall be subject to progress review towards his or her compliance with time frames for application, enrollment and completion of course work.

- c) The assigned Agencies and Institutions Licensing staff for the requesting agency shall conduct the review. The child welfare agency shall make available for inspection and review documentation listed in Section 403.35(d)-(e) at the request of the assigned Agencies and Institutions Licensing staff.
- d) The child welfare agency shall maintain in the applicant's personnel file documentation proving that the applicant:
- 1) Applied in 6 months and enrolled within 12 months of employment as a child care supervisor in a college program with at least 30 credit hours in human services course work; and
 - 2) Is on track with completing the required 30 credit hours in human services course work within 2 years of enrollment.
- e) Proof of application, enrollment and completed course work shall include but not be limited to:
- 1) Written statement from the college/university's office of admissions confirming receipt of application for admission; and
 - 2) Official undergraduate transcript; or
 - 3) Enrollment verification statement from the college/university's office of the registrar with the following information:
 - A) Applicant's Name;
 - B) Degree program;
 - C) Enrollment status and start/end dates for each semester; and
 - D) Course work and credits.
- f) Failure of the applicant to apply in 6 months and enroll within 12 months of employment as a child care supervisor in a college program where at least 30 credit hours in human services course work is required, and complete the 30 credit hours in human services course work within 2 years of enrollment shall result in the person serving in the child care supervisor position to be determined unqualified to continue serving in the position.

(Source: Added at 46 Ill. Reg. _____, effective _____)

Section 403.36 Acceptable Degrees

a) The following degrees shall be accepted as human services degrees:

- 1) Child, Family and Community Services
- 2) Early Childhood Development
- 3) Guidance and Counseling
- 4) Home Economics - Child and Family Services
- 5) Human Development Counseling
- 6) Human Service Administration
- 7) Human Services
- 8) Master of Divinity
- 9) Pastoral Care
- 10) Pastoral Counseling
- 11) Psychiatric Nursing
- 12) Psychiatry
- 13) Psychology
- 14) Public Administration
- 15) Social Science
- 16) Social Services
- 17) Sociology

b) The following degrees shall be accepted as academically equivalent to human services degrees:

- 1) Criminal Justice

- 2) [Health Care Administration](#)
- 3) [Health and Wellness](#)
- 4) [Public Health Administration](#)
- 5) [Health and Human Services](#)
- 6) [Youth/ Family Services and Administration](#)
- 7) [Human Services Administration](#)
- 8) [Applied Behavioral Services](#)
- 9) [Behavioral Analysis and Therapy](#)
- 10) [Child and Adolescent Development](#)
- 11) [Child Development](#)
- 12) [Communicative Disorders with a specialization in Rehabilitation Counseling](#)
- 13) [Community Counseling](#)
- 14) [Counseling](#)
- 15) [Counseling for Child Welfare Specialist](#)
- 16) [Correctional Counseling](#)
- 17) [Education - Counseling Major](#)
- 18) [Education - Counseling and Human Development](#)
- 19) [Education- Guidance and Counseling](#)
- 20) [Counseling and Organizational Psychology](#)
- 21) [Counseling Studies](#)

- 513 22) [Education Curriculum development-coursework in early childhood,](#)
- 514 childhood psycho-pathology, pre-school child
- 515
- 516 23) [Alcoholism and Drug Abuse](#)
- 517
- 518 24) [Family and Consumer Sciences](#)
- 519
- 520 25) [Human Behavior](#)
- 521
- 522 26) [Human Development](#)
- 523
- 524 27) [Human Ecology with specialization in Human Development and Family](#)
- 525 Studies
- 526
- 527 28) [Human Services and Counseling](#)
- 528
- 529 29) [Leadership and Human Services Administration](#)
- 530
- 531 30) [Not-for-profit Management](#)
- 532
- 533 31) [Professional Counseling](#)
- 534
- 535 32) [Public Management](#)
- 536
- 537 33) [Rehabilitation Counseling](#)
- 538
- 539 34) [Social and Behavioral](#)
- 540
- 541 35) [Social Psychology](#)
- 542
- 543 36) [Urban Education Community Counseling](#)
- 544

545 (Source: Added at 46 Ill. Reg. _____, effective _____)